

Christ Church (C of E) Primary School  
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Monday 9<sup>th</sup> September 2019

Dear Parents and Carers,

Please find attached an overview of the extra-curricular clubs that we will be providing this year. At the end of each half term, staff responsible for clubs will send out letters for pupils to book a place on their chosen club. Clubs for this half term will send letters out during this week, so please check book bags as they will be on paper. Staff running clubs will confirm if your child has a place and the time for them to be collected; either 4.15 or 4.30pm.

All clubs dismiss from the front playground and parents should please wait by the gate for your child to be safely dismissed. May I take this opportunity to thank staff for volunteering their time to provide these additional activities for our pupils' enhancement. As you will see, we have responded to parent feedback from our summer term survey by providing a KS1 and KS2 homework club every Tuesday throughout the year.

Before attending a club, I would ask that you read the following expectations with your child so they are clear about procedures for participating in after school clubs.

#### **Clubs and Activities Procedure**

- ▪ If for any reason, your child is unable to attend their club, please send a brief note to the club leader beforehand, so we are aware of their whereabouts
- ▪ If a child fails to attend a club for 2 weeks without a valid reason, their place on the club will be withdrawn. A letter will be sent home informing you of this
- Children are expected to follow the club leader's instructions and to conduct themselves according to school expectations. If a child's behaviour is unsafe or disruptive to the club they will need to be collected by a parent and their place in the club will be considered
- Places will be allocated on a first come first served basis and a waiting list kept should any places become available
- ▪ If a club cannot take place for any reason, your child will be informed of this by the club leader, except in circumstances where cancellation could not be foreseen, e.g. due to weather / illness of club leader
- ▪ If a club has to be cancelled at short notice due to unforeseen circumstances we will notify parents / carers; please indicate below how you would like your child to go home so that your child's safety is ensured. Children must go to their club as usual and will be dismissed by the club leader or a substitute following the arrangements you have indicated
- ▪ We will endeavour to post any changes to clubs / activities on the school website <http://www.christchurch-moreton.wirral.sch.uk/website>

I confirm that I have discussed the above with my child and agree that .....  
class ..... Will abide by the expectations of Christ Church after school clubs.

If a club is cancelled due to bad weather, etc. at short notice my child understands that they will:

Be collected by a familiar adult

Walk home on their own (Y5 / Y6 pupils only)

Attend CC4C

Signed ..... (Parent / Guardian)



CCMP<sub>primary</sub>